
SECTION: IV EDUCATIONAL ACHIEVEMENT AWARD SUBSECTION: 2

I. INTRODUCTION

A. Purpose

To promote and to reward employee participation in educational programs which serve to improve an employee's effectiveness.

B. 101 KAR 2:034, Section 5.

Section 5. Educational Achievement Award. The participation of an appointing authority in the program for educational achievement awards is contingent upon adequate funding, to be determined by the appointing authority through the budgetary process, for all eligibles within the agency. Upon request of the appointing authority and subject to the approval of the commissioner, a permanent employee, with status may receive a five (5) percent increase to his/her base salary based on educational achievement per fiscal year:

- (1) For satisfactorily completing outside of work hours 260 classroom hours (or the equivalent as determined by the Secretary of Personnel) of job related instruction in approved courses. Approved courses must have been completed after a merit employee initially gained permanent status in state government. Employees shall not receive credit for courses taken while on educational or extended sick leave, for hours paid for by the agency through tuition assistance, for courses previously counted toward an educational achievement award, or for any course work or costs associated with it, in whole or in part. The educational achievement award may be a five (5) percent increase to his/her base salary. The Educational Achievement Award payment may be granted only if the 260 hours of job related instruction (or the equivalent as determined by the Secretary of Personnel) have been completed within the past five (5) years of the date on which it was begun; or
- (2) For receiving outside of work hours an approved high school diploma, high school equivalency certificate, or a passing score on the G.E.D. test. The approved diploma, certificate, or passing score must have been obtained on or after January 1, 1984 while in state service. Employees receiving an approved high school diploma, high school equivalency certificate, or a passing score on the G.E.D. test may

receive an educational achievement award of five (5) percent increase to his/her base salary. A high school level educational achievement award shall not be granted to employees who present new credentials but have previously: (a) Received a high school diploma, high school equivalency certificate, or a passing score on the G.E.D. test; or (b) Completed college course work on the undergraduate or graduate level.

- (3) An employee who has successfully completed the Kentucky Certified Public Manager Program offered by Governmental Services Center at Kentucky State University may receive an educational achievement award. The educational achievement award may be a five (5) percent increase to his/her base salary.
- (4) To apply for an educational achievement award an employee shall submit the educational achievement request form DPT-10 or its equivalent, demonstrating completion of 260 classroom hours (or the equivalent together with official transcripts or grade reports for the courses completed) to the appointing authority or his designee. In compliance with the standards set forth in this regulation, the appointing authority may recommend the application for approval and may forward the documentation to the Secretary of the Personnel Cabinet for final approval.

Note: An employee shall not receive an educational achievement award and an adjustment for continuing excellence (ACE) based on the same training.

C. Source of Funds

Funds for the payment of an educational achievement award are not budgeted to an agency. These funds come from salary savings which generally occur during the course of a fiscal year, which (for salary purposes) begins on June 16th and ends June 15th.

D. Glossary of Terms

1. Classroom Hour: One 50-minute formal study period. One college semester hour is equivalent to 16 classroom hours (one college quarter hour is equivalent to 2/3 college semester hours). One Continuing Education Unit (CEU) is equivalent to ten classroom hours. To compute classroom hours for non-college correspondence courses, divide by three the average number of hours it takes to complete the course.

2. Satisfactory Completion: A grade of "C" in undergraduate studies and a grade of "B" in graduate studies. (A "D" in undergraduate studies and "C" in graduate studies may be counted if the employee has taken other job-related courses which result in an overall average of "C" and "B" in undergraduate and graduate work, respectively).
3. Permanent Status Employees: Permanent full-time and permanent part-time employees who have successfully completed their initial probationary period.
4. Job-Related Instruction: Instruction that has a direct relationship to the work of the agency and to the improvement of the employee's job effectiveness in his/her present position.
5. Approved Courses: Formal courses of study offered by: public or private colleges and universities; accredited correspondence schools; educational television and vocational schools. Instruction which does not apply includes agency orientation training, training taken during the initial probationary period, training taken while on educational leave, in-service training and training at workshops or conferences for which the employee received his/her regular pay, compensatory time, etc., or training paid through tuition assistance do not count toward the completion of the 260 classroom hour requirement.

E. Equal Opportunity

In order to insure that race, color, religion, national origin, sex, disability, or age are not factors in the granting of educational achievement awards, approvals will be granted to employees in the order that they meet the eligibility requirements. It should be noted that the approval of educational achievement awards are subject to the availability of funds and may be withheld until adequate funds are available.

F. Application For and Approval of Educational Achievement Award:

First, To apply for the award based upon the completion of 260 classroom hours, you would obtain a Request for Educational Achievement Award (DPT-10) from the agency personnel office. Once this form has been completed it should be submitted to the Personnel Office along with supporting documentation (official transcripts or grade reports).

To apply for an award based upon the completion of the Kentucky Certified Public Manager Program or for receiving an

approved high school diploma, high school equivalency certificate, or passing score on the GED test, you would prepare a memorandum to the State Librarian/Commissioner and cite the basis for the request. This memorandum, along with supporting documentation should be submitted to the Personnel Office.

Employees may submit requests at any time during the fiscal year, but all requests must be received by May 1st.

- Second, If the request conforms to the procedures governing educational achievement awards, the request will be retained in the Personnel Office until near the end of the fiscal year at which time the availability of funds will be determined.
- Third, If funds are available, the requests will be submitted to the State Librarian/Commissioner for approval. If there is not enough funds available to cover the cost of all of the eligibles, approvals will be granted in the order that the employees met the eligibility requirements. Requests not approved due to lack of funds will be held over to the next fiscal year.
- Fourth, After the approval has been made, the Personnel Office will submit a personnel action (P-1) along with the request form and supporting documentation to the Commissioner of the Personnel Cabinet.
- Fifth, When approval has been made and the educational achievement award has been authorized, a copy of the personnel action (P-1) will be returned to the employee and a copy will be retained in the employee's personnel file.

G. Exceptions

Contingent upon adequate funding, the State Librarian/Commissioner reserves the right to recommend an educational achievement award early in the fiscal year if a portion of the classroom hours being used by the employee to qualify for the award are subject to becoming invalid due to the five (5) year limitation imposed by the regulation governing this award.

II. QUESTIONS AND ANSWERS.

1. Question - Are permanent full-time and permanent part-time employees in the unclassified service also eligible for educational achievement awards?

Answer - YES! 101 KAR 3:045, Section 5, of the unclassified service regulations governs educational achievement awards for permanent employees in the unclassified service.

2. Question - May classroom hours earned prior to state employment be counted toward an educational achievement award?

Answer - NO! The only classroom hours that are acceptable are those earned after the initial probationary period.

3. Question - If I completed a course which is related to my current position while employed by another state agency, will it count toward an educational achievement award?

Answer - YES! Provided that it was not completed while serving your initial probationary period and that it has not already been applied toward a previous educational achievement award.

4. Question - If I am on probation following a promotion, does that mean the classroom hours I earn during this period will not be counted toward an educational achievement award?

Answer - NO! These classroom hours would be accepted if they are job-related. It is the classroom hours earned during the initial probationary period that are not acceptable.